



CANDIDATE'S HANDBOOK

for

FIELD REPRESENTATIVE BRANCH 2

STRUCTURAL PEST CONTROL BOARD

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CHAPTER 1. INTRODUCTION

PURPOSE OF THE EXAMINATION

Prior to receiving a field representative's license in the State of California, candidates are required to successfully pass a written examination. The primary purpose of the examination is to help ensure public health and safety by assessing the candidate's ability to apply California health and safety laws, as well as other relevant laws and regulations, to the major duty areas of structural pest control.

DESCRIPTION OF PRACTICE

Section 8507 of the Business and Professions Code describes the field representative as:

"... any individual who is licensed by the board to secure structural pest control work, identify infestations or infections, make inspection, submit bids for or otherwise contract, in behalf of a registered company."

CHAPTER 2. APPLICATION PROCESS

APPLICATION AND ELIGIBILITY

Applicant's whose application is deemed complete will be notified of the date, time and location for the examination.

ABANDONMENT OF APPLICATION

The Department considers an application abandoned if a candidate fails to participate in the examination process within 6 months of eligibility in accordance with Title 16, Section 1941, of the California Code of Regulations. In the event of abandonment, a candidate must submit a new application with the required fee, and meet all requirements at the time of filing. Fees submitted at the time of application are not reimbursed when an application is abandoned.

SPECIAL ACCOMMODATIONS

All examination locations are accessible to persons with disabilities. In addition, the Department grants requests for special accommodations in accordance with the Americans with Disabilities Act of 1990. In order to receive consideration, all requests and substantiating documentation must be submitted 30 days prior to the examination.

OVERVIEW

The field representative examination consists of 200 multiple-choice items from major job duty areas. The examination is developed and maintained by the Department of Consumer Affairs, Office of Examination Resources (OER). OER staff work with practitioners who provide technical expertise in the development of the examination.

DESCRIPTION OF MAJOR DUTY AREAS

The field representative examination is divided into six major areas that define the scope of knowledge necessary for safe practice. Each of the major duty areas, weighted on the examination in terms of its importance in practice, is described below.

| | |
|--|-----|
| ▪ Site Preparation and Treatment Application | 24% |
| ▪ Safety Procedures and Handling Pesticides and ▪ Materials | 22% |
| ▪ Maintenance of Treatment Effectiveness | 16% |
| ▪ Treatment Method Determination | 16% |
| ▪ Structure Inspection and Pest Location | 14% |
| • Pest Identification | 8% |

EXAMINATION OUTLINE

The examination outline specifies the content of the examination by identifying the knowledge required to demonstrate minimum competence for new practitioners in each of the major duty areas. Examination items will be based on the relevant statutes and provisions of the following sources:

The outline on the following pages provides as a guide to studying these laws and regulations.

CHAPTER 4. DAY OF THE EXAMINATION

REQUISITE MATERIALS FOR ADMITTANCE

Candidates must report to the registration area at the time and date specified on the Notice of Admittance for the examination. The proctors will collect the Notice of Admittance and ask to see official government issued identification with photograph. Candidates who do not bring the Notice of Admittance and identification with photograph will **NOT** be allowed to participate in the examination.

EXAMINATION SECURITY

Candidates should be prepared to place handbags, briefcases, and other large personal belongings away from the examination table. The proctors will provide instructions regarding registration, seat assignments, completion of examination materials, and other steps in the examination process.

Section 123 of the Business and Professions Code prohibits persons who sit for the examination from engaging in any conduct that subverts or attempts to subvert any licensing examination or the administration of a licensing examination. Such conduct includes but is not limited to obstructing the standardized administration of the examination, removal of examination materials from the examination room, communicating examination information to another person, copying answers from another person, using unauthorized books, equipment, notes, or other printed materials during the examination, and permitting an impersonator to take the examination (for full text of Section 123, see appendix A). Violation of Section 123 will result in disqualification from the examination and possible denial of a license.

CHAPTER 5. NOTIFICATION OF RESULTS

PASSING SCORE

RELEASE OF RESULTS

The Department will notify candidates of examination results within 2 weeks of the scheduled examination date.

Examinations results will not be released by telephone.

RE-APPLICATION PROCESS

If a candidate fails the examination, he or she may submit a new application with the required fee by the final filing date.

**APPENDIX A. BUSINESS AND PROFESSIONS CODE
SECTION 123**

It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

(a) Conduct which violates the security of the examination materials; removing from the examination room any examination materials without authorization; the unauthorized reproduction by any means of any portion of the actual licensing examination; aiding by any means the unauthorized reproduction of any portion of the actual licensing examination; paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination; obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination; or selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.

(b) Communicating with any other candidate during the administration of a licensing examination; copying answers from another examinee or permitting one's answers to be copied by another examinee; having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination; or impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under the authority provided for in any other provision of law.

In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency

administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

(c) If any provision of this section or the application thereof to any person or circumstances is held invalid, that invalidity shall not affect other provisions or applications of the section that can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.